



CYNTHIA A. HARDING, M.P.H.
Interim Director

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December 8, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE
AMENDMENT NUMBER 1 TO MASTER AGREEMENT WORK ORDER
NUMBER PH-001416-W13 WITH PUBLIC HEALTH FOUNDATION
ENTERPRISES, INC. FOR THE PROVISION OF TEMPORARY PERSONNEL
SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010 to execute amendments to Master Agreement Work Orders (MAWO) for temporary personnel services that extend the term in amounts not to exceed \$399,999 annually, subject to review and approval by County Counsel, and notification to your Board.

On November 26, 2013, the Director of the Department of Public Health (DPH) notified your Board that he was exercising delegated authority to execute MAWO Number PH-001416-W13 with Public Health Foundation Enterprises, Inc. (PHFE) for temporary personnel services in the amount of \$199,032, effective January 1, 2014 through December 31, 2015; 100 percent offset by the Centers for Disease Control and Prevention Notice of Award Number 5U90TP000516-02 Revised. The MAWO provides a Public Health Informaticist who will assist the Department of Public Health's Acute Communicable Disease Control Program with information system management and design to coordinate Public Health Information Network, National Electronic Disease Surveillance System, and Syndromic Surveillance capacities to support emergency preparedness activities.

Under the delegated authority referenced above, I will execute Amendment Number 1 to MAWO Number PH-001416-W13 with PHFE to provide a six-month no cost extension through June 30, 2016. Due to the late hiring of the Public Health Informaticist, this extension is necessary to allow sufficient time to assist with information systems management and design.

County Counsel has reviewed and approved Amendment Number 1 as to form and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:vt
#03436

c: Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors